



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2012 - JUNE 30, 2013
Deadline: July 12, 2013**

1. DEPARTMENT INFORMATION:

Department: Clerk of the Board

Division/Unit: Public Services and Legislative Services

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. of Vol. 2 Hours 370 X \$ 22.14 = \$ 8,191.80

Types of work performed by GENERAL VOLUNTEERS in this category:

In the Public Services Program, a volunteer, Jensen Reed, assisted members of the public, took photos for passport customers and performed other clerical tasks such as filing and scanning documents for records. He also assisted with the Citizen Advisory Boards, reviewing information provided to the public on the Internet and with mailing various correspondence. Mr. Reed was recognized at the 2013 Annual Volunteer Recognition Event.

In the Legislative Services program, a volunteer, Robyn Adriance, helped create an index of archived records books. Through her work in reviewing and cataloging the contents of each book and providing a detailed, searchable inventory of the historic books, we have a valuable tool to offer individuals that need to access this historic information. It has been extremely beneficial that the summary spreadsheet she prepared, as well as the detailed inventory worksheets, are available for the public.

- b. INSTITUTIONAL VOLUNTEERS (this section should include honor camp inmates, PIC/RETC, GAIN, etc.)

No. of Vol. Hours X \$ 22.14 = \$

Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

- c. **SPECIALIZED VOLUNTEERS** (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.)

<u>Position</u>	<u>Hours</u>	X	<u>VCL</u>	=	<u>Dollar Benefit</u>
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____

No. of Vol. Total Hours Total Value = \$

Types of work performed by SPECIALIZED VOLUNTEERS in this category: _____

- d. **TOTALS OF DEPARTMENT VOLUNTEERS (from above):**

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.	<u>2</u>	<u>370</u>	<u>\$8,191.80</u>
2b.	_____	_____	_____
2c.	_____	_____	_____
Total Vol.	<u>2</u>	Total Hours <u>370</u>	Total Value = \$ <u>8,191.80</u>

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated: _____	Value: _____
Item Donated: _____	Value: _____
Item Donated: _____	Value: _____
Item Donated: _____	Value: _____
Item Donated: _____	Value: _____

TOTAL VALUE = \$0

4. VOLUNTEER PROGRAM COSTS:

- a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours _____	X	Rate _____	=	<table border="1"><tr><td>\$0</td></tr></table>	\$0
\$0					

- b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours _____	X	Rate _____	=	<table border="1"><tr><td>\$0</td></tr></table>	\$0
\$0					

- c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL OF OTHER PROGRAM COSTS=

\$0

- d. TOTAL OF VOLUNTEER PROGRAM COST =
(add 4a, 4b, and 4c)

\$0

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

- a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 8,191.80
- b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$ 0
- c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) \$ 0

TOTAL PROGRAM BENEFIT

\$ 8,191.80

6. RECRUITING:

Please describe your recruiting programs:

The Clerk of the Board promotes the County Volunteer Program through the Clerk of the Board web site, quarterly volunteer coordinators meeting, County Television Network (CTN), brochure distribution and participation of events. The Clerk of the Board, promotes volunteerism in public addresses before organization such as the San Diego Lawyer's Club, the California Clerks of the Board of Supervisors Association, California State Association of Counties and others.

The volunteer, Jensen Reed, found volunteer opportunity through the Clerk of the Board website.

The volunteer, Robyn Adriance, was recommended by the County's Artifact Display Project contractor, who had worked with Robyn on a previous research project and had used some of the archived records books for the project.

7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:

Please describe any special activities and/or achievements your program was involved in during the period of this report:

The Department responded to inquiries through the telephone and in person from the public interested in volunteering by providing referrals and showing them resources on volunteering. Quarterly meetings were conducted with Speakers from different Departments which provided a forum for exchange of ideas in improving volunteerism and recruitment.

The Clerk of the Board facilitated recognition of volunteers from various countywide programs on a monthly basis. Honorees were recognized during the Board of Supervisors meetings which were televised as well as featured on the County Volunteer website. The 2013 Annual Volunteer Recognition Event honored 32 volunteer from 18 Departments.

The Clerk of the Board has been collaborating with the Department of Human Resources in maintaining a Volunteer SharePoint site. This SharePoint site is a centralized e-resource on the Intranet to assist Volunteer Coordinators with helpful materials, minutes from the Quarterly Volunteer Coordinators Meetings and Different Forms.

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2013-14:

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

- Serve as a resource to Volunteer Coordinators
- Conduct Quarterly Volunteer Meetings
- Provide monthly and annual recognition events
- Serve as a resource to volunteers seeking placement

9. GENERAL INFORMATION:

Name of Person Completing Report: Josyl Wong
Phone Number: 619-531-5430 Mail Stop: A-45 E-Mail: Josyl.Wong@sdcountry.ca.gov
Volunteer Coordinator: SAME
Phone Number: _____ Mail Stop: _____ E-Mail: _____

10. DEPARTMENT CERTIFICATION:

Thomas J. R.
DEPARTMENT HEAD SIGNATURE

7.8.13
DATE

